

# APPLICATION FOR SPECIAL USE PERMIT

**Requested dates for use of White River State Park will not be confirmed until this signed application, certificate of insurance and all fees are received. All applications are subject to review and approval by the White River State Park Management.**

Any event open to the general public must also submit an application to the City of Indianapolis One Stop Shop office. This application can be accessed at [www.indygov.org/controller/special\\_events](http://www.indygov.org/controller/special_events) or by calling 317-327-4849. All vendors will need a Temporary Vendor License as required by The City of Indianapolis.

If the requirements of this application are met and a date confirmed, acknowledgment will be communicated within approximately seven business days. If you have any questions regarding this application, please contact the White River State Park Rental Office @ 317-231-0000 x207.

Name of Event: \_\_\_\_\_

Name of Sponsoring Group: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Start Time\*: \_\_\_\_\_ End Time: \_\_\_\_\_

Setup Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_ Tear Down Date: \_\_\_\_\_ Time: \_\_\_\_\_

Projected Attendance: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Event Website: \_\_\_\_\_ \*All Run/Walk Events, if approved, must start by 8am.

## **WHICH AREAS OF THE PARK ARE YOU REQUESTING FOR THIS EVENT?**

Fees and deposits are required for each area reserved

### **Areas based on Attendance:**

Military Park\_\_\_\_\_

Military Park (Shelterhouse Only)\_\_\_\_\_

Shelterhouse Restrooms\_\_\_\_\_

(Restroom use will be charged \$175 cleaning fee)

Old Washington Street Bridge\_\_\_\_\_

Canal Walk (River to West Street)\_\_\_\_\_

River Promenade\*\_\_\_\_\_

Promenade Amphitheatre\*\_\_\_\_\_

Bison Plaza\*\_\_\_\_\_

Waterfront Pavilion\*\_\_\_\_\_

*\* Located West Side of White River*

### **Areas with Set Rental rate:**

Celebration Plaza Only\_\_\_\_\_

Amphitheatre Only\_\_\_\_\_

Celebration Plaza/ Amphitheatre\_\_\_\_\_

The Oval\_\_\_\_\_

Pumphouse Amphitheatre\_\_\_\_\_

Pumphouse Island\_\_\_\_\_

Dr. Frank Lloyd, Sr. Visitor's Center\_\_\_\_\_

The Lawn\_\_\_\_\_

Parking Lot (200 spaces, \$6 per space) \_\_\_\_\_

# of parking spaces requested\_\_\_\_\_

## EVENT DESCRIPTION

- ♦ Is your organization: not-for-profit \_\_\_\_\_ government \_\_\_\_\_ for-profit \_\_\_\_\_ or private \_\_\_\_\_
- ♦ What types of activities are planned for this event? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- ♦ Will tickets be sold? \_\_\_\_\_ If yes, ticket price(s): \_\_\_\_\_
- ♦ Each organization will be responsible for cleaning the site and removing all refuse from the area. The White River State Park provides one dumpster for event use. This container is capable of holding nine (9) cubic yards of material. All trash must be disposed of in the White River State Park dumpster or carried off Park premises. **Failure to do so will result in the reduction or loss of your security deposit. Overfill of Park dumpster will also result in loss of deposit.**
- ♦ Please detail your site clean-up plan: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- ♦ If applicable, please describe arrangements for security or traffic enforcement. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- ♦ What arrangements have been made for first aid and medical emergencies? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- ♦ What are your water and electrical needs for the event? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- ♦ Please describe the site plan of your event or attach a site map: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- ♦ Parking plans: (please see Parking, page 5) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- ♦ Other Information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE NOTE:** The White River State Park reserves the right to have a presence at a mutually agreed upon location at any public event to inform guests of the many attractions at the park. In addition, the Indianapolis Convention and Visitor's Association (ICVA) will also have access to the event to deliver tourism information to attendees via the mobile visitor's center. Confirmation of this will be determined at the walk through prior to your event.

### **ADDITIONAL INFORMATION**

- ◆ A Certificate of Insurance must accompany your event request form. (See page 6 for Insurance requirements)
- ◆ Government agencies need to provide a statement of self-insurance.
- ◆ All food vendors participating in your events and selling food to the general public **must have** a copy of their Board of Health Permits (The Marion County Board of Health @ 317-221-2000) available upon request (failure to do so will result in a fine by the Board of Health and the disruption of your event). A Temporary Vendor License will also be required.
- ◆ Please check one:
  - ☐ Yes, alcohol will be sold.
  - ☐ No alcohol will not be sold or consumed.
  - ☐ Alcohol will be available for consumption but not for sale.

If alcohol is to be sold, a temporary permit must be obtained from the Alcoholic Beverage Commission (ABC) 15 days prior to your event. You may reach the ABC at 317-233-3940. Please be certain to check their regulations on alcohol sales.

- ◆ The event organizer is responsible for providing adequate restroom & hand washing facilities for the event. **Port-o-lets must be placed in designated areas and are required for events with expected attendance of 100 or more.** Please check with the White River State Park staff for more information.

### **White River State Park Rental Fee and Damage Deposit Schedule**

*Damage deposits and rental fees are required along with submission of the*

*Application for Special Use Permit to reserve a date for facility use.*

*Checks should be made payable to **The Murat Centre** and mailed to **502 North New Jersey, Indianapolis, IN 46204***

*Events open to the general public are also required to submit an application to the City of Indianapolis One Stop Shop office.*

*This application is free and can be accessed at [www.indygov.org/controller/special\\_events](http://www.indygov.org/controller/special_events) or by calling 317-327-4849*

#### **Rental Fees and Damage Deposits**

##### **Daily Rental Fees for areas with Set Rental Rate:**

<b>Space</b>	<b>Cost</b>	<b>Daily Damage Deposit</b>
Amphitheatre Only	\$1,500	\$3,000
Celebration Plaza Only	\$1,500	\$3,000
Celebration Plaza/ Amphitheatre	\$2,500	\$4,000
The Oval	\$1000	\$2,000
Pumphouse Amphitheatre	\$500	\$1,000
Pumphouse Island	\$500	\$1,500
Dr. Frank Lloyd Sr. Visitors Center	\$1000	\$1000
The Lawn	\$3,000	\$7,500

**The fees listed above are not based on attendance. Setup and tear down days are at 50% of the daily rental fee.**

**Rental for all other areas of the Park are charged based on expected attendance for the events. This would include: Military Park, Military Park (Shelterhouse Only), Canal Walk, Waterfront Pavilion, River Promenade, Old Washington Street Bridge, Promenade Amphitheatre, Bison Plaza. Set up and tear down days are at 50% of the daily rental fee.**

		DAILY RENTAL FEE		DAILY DAMAGE DEPOSIT		
Projected Attendance		For Profit	Not-for-Profit	Projected Attendance		
Minimum	Maximum			Minimum	Maximum	
1	500	\$500	\$250	1	500	\$750
501	1,000	\$1000	\$500	501	1,000	\$1500
1,001	5,000	\$2000	\$1000	1,001	5,000	\$2250
5,001	10,000	\$3000	\$1500	5,001	10,000	\$3750
10,001	50,000	\$3500	\$2000	10,001	50,000	\$7500
Over	50,000	\$4000	\$2500	Over	50,000	\$10000

The Park will refund 50% of prepaid fees when cancellations are made at least 30 days before the event. Cancellations made less than 30 days before the event will result in the forfeiture of the entire rental fee.

#### **Damage Deposit**

The Park will return deposits within 30 days after the event. The Park will issue the refund if the rented area is in the same condition after the event as it was before the event. Otherwise, the Park will use the deposit (or a portion of it) to clean the Park and to repair any damage. Any remaining deposit will be returned after needed repair work is completed.

#### **Payment Dates**

The application, rental fees, damage deposit and the Certificate of Insurance must be received before the event is officially scheduled on the Event's Calendar. Courtesy holds are good for 15 days and will be released without notice.

**Military Park Restroom Fee-** for the use of the restrooms in Military Park Shelterhouse there is a \$175 cleaning fee per day. This includes 4 stalls per men's and women's restrooms. The charge should be included with your rental fee and is non-refundable.

### **Parking**

There is a charge for parking in the White River State Park garage. If you want to pay for your guests' parking or make other special arrangements, please contact the garage supervisor at (317) 234-0231. 200 spaces are also available in the White River State Park Visitors Centre lot and are based on availability. If you wish to reserve this lot, the flat rental rate of \$1000 would apply. Please include this request in your Parking Plans and include payment.

### **Additional Fees and Deposits**

- ◆ Set-up Fee: 50% of base event day rent per day
- ◆ Tear down Fee: 50% of base event day rent per day. This fee will also be charged for any equipment/rental left on Park property. (This includes Sundays.)
- ◆ \$100 deposit per electrical box used in the Celebration Plaza Amphitheater
- ◆ \$50 per hour rental for use of White River State Park conference room (available evenings and weekends only).
- ◆ Any event requiring White River State Park staff to remain on site during the event will be charged \$30 per hour per staff member.

### **Reservations**

Holds can be placed at any time and are good for 15 days. To confirm your reservation you must submit the application with deposit, damage deposit and certificate of insurance. Once received, a booking confirmation will be sent to you for your records.

### **Caterer**

Crystal Catering is the official caterer for the White River State Park Event Space. Exceptions to this rule in Military Park will be for events with paid admission prices of \$10 and under. Please call Crystal Sales Representative at 317-233-1186 to make catering arrangements.

**Canal Walk-** any event wanting to schedule a walk on the Canal must contact Buggs Special Events to reserve the area beyond White River State Park (West Street to 11<sup>th</sup> Street). Katie Ready can be reached at (317) 735-7960. [Kready@buggsevents.com](mailto:Kready@buggsevents.com).

**Murat Centre & White River State Park Development Commission**  
**Standard Insurance Requirements for Special Use Permits**

An application for a Special Use Permit must include a Certificate of Insurance listing the White River State Park Development Commission, Murat Centre Concerts, L.P., Murat Centre Concerts, Inc., SFX Entertainment, Inc. and Live Nation, Inc. as additional insureds, with coverage provided in the following types and amounts set forth below. **Murat Centre Concerts, L.P. must be listed as the certificate holder.**

**PUBLIC EVENTS** must provide the following insurance:

- a. **Premises and operations Commercial General Liability:** \$1 million per occurrence and \$2 million aggregate.
- b. **Products Liability:** \$1 million per occurrence and \$2 million aggregate.
- c. **Personal and Advertising Injury:** \$1 million per occurrence and \$2 million aggregate.
- d. **Damage to Property of Others:** \$100,000
- e. **Medical Expense:** \$5,000 per person
- f. **Commercial Automobile Liability for Owned and Non-Owned Automobiles:** \$1 million combined single limit or per occurrence for bodily injury and property damage. Garage liability coverage may be required for persons operating parking areas.
- g. **Excess Liability and/or Umbrella Coverage:** Only as needed to bring amount of coverage for any of the above categories up to amount required.
- h. **Worker's Compensation:** For entities that purchase Worker's compensation insurance, the amounts per employee are \$100,000 per accident, Coverage B \$100,000 per disease, and Employer's Liability \$500,000 aggregate for all diseases. Indiana law requires firms to show proof of ability to pay injured workers, but firms can be self-insured. Partnerships and sole proprietors are not required to purchase Worker's Compensation Insurance.
- i. **Other Insurance:** The Commission or the Executive Director may require other insurance. Examples of other possible Insurance include Professional Liability/Errors and Omissions - \$100,000 per person and \$300,000 per occurrence, or for aircraft or watercraft.

**PRIVATE EVENTS** must provide the following insurance:

- a. **Personal Liability:** \$1 million per occurrence
- b. **Medical Expense:** \$5,000 per person
- c. **Excess Liability and/or Umbrella Coverage:** Only as needed to bring amount of coverage for any of the above categories up to amount required.

If you have difficulty in providing the policy required for your private event please contact The Director of Event Space for WRSP @ 317-231-0000 x 207.

## WHITE RIVER STATE PARK SPECIAL EVENT GUIDELINES

Thank you for considering White River State Park for your special event. We look forward to having you in the Park and ask that you follow these rules to ensure that your event goes smoothly and that Park resources are protected. *Failure to comply with these rules could result in the partial or total loss of your damage deposit.* Best wishes for a safe and successful event!

### Walk-through

- Once application has been accepted, and no less than two weeks prior to date of your event, you are responsible for scheduling a “walk-through” of your event with Park maintenance staff and presenting a site plan, if applicable. The purpose of the walk-through is to make you completely aware of all Park guidelines and to answer any questions you may have. Contact WRSP Property Manager, Justin Goss at (317) 945-7800.

### Vehicles

- Park Staff does not allow vehicles on Park property (other than streets and parking areas) without prior written approval. Failure to comply with this guideline could result in a fine of each vehicle as follows: cars \$100.00 and trucks \$150.00.
- If permission is granted, a protective material must be placed under the vehicle to prevent staining and/or the contamination of Park grounds.
- Under no circumstances are vehicles allowed on Celebration Plaza.

### Parking

- There is a fee to park in the White River State Park garage and on some of our surface lots. You may make arrangements to pre-pay for parking for your guests. For garage parking, contact the garage supervisor at 317-234-0231, or ask Park staff for other details.

### Food and Drink

- **Crystal Catering is the official caterer of White River State Park.** Weekday events (Monday through Thursday) with more than \$1,000 gross sales of food and beverage services or weekend events (Friday through Sunday) with more than \$4,500 gross sales of food and beverage services must be catered by Crystal. Events in Military Park are exempt from this policy if the event is free or if ticket cost is less than \$10. The renting party must contact Janet Andres at Crystal Catering, 317-233-1186, to make all arrangements for catering services.
- Non-catered events serving food or beverages must place a protective material around serving areas to prevent staining and/or the contamination of Park grounds.
- Portable grills and cooking stoves are allowed **only** in Military Park. ***The dumping of hot coals or grease on Park property is not allowed! If either is found after an event, the amount for cleaning and removal plus labor will be retained from the damage deposit.***

### Trash Removal

- Please place all trash **in** a trash receptacle (not next to one). You are responsible for securing additional receptacles or having your trash hauled away if Park containers won't accommodate the needs for your event. ***If trash is not removed or overfills a receptacle, any fees for trash removal will be retained from the damage deposit.***

### Port-O-Lets

- You are responsible for securing the appropriate number of port-o-lets for your event (1 per 100 attendees). They should be delivered at the latest date and time possible prior to your event and removed from Park property no more than 24 hours after your event ends.
- Port-o-lets are to be placed in designated areas or as approved by Park staff.
- If port-o-lets require hoses for a water source, the vendor must supply the hose.

**Recommended contact for Trash Removal and Port-O-Lets: Waste Management, Doug French 635-2491. All other vendors must be approved through the WRSP Property Manager.**

### Tents

- Any tents for events on Old Washington Street Bridge must be weighted down, not staked.
- You are responsible for contacting the Property Manager at 317-945-7800 to confirm irrigation lines before any tent is staked in other areas.
- WRSP is not responsible for any tents or items set up on a day prior to your event. You are responsible for scheduling security to watch over your area.

**Recommended contact for Tent Rentals: A Classic, Mary or Kevin 317-251-7368, Fax 317-253-0586.**

### To Help Protect the Animals at the Indianapolis Zoo

- Anyone planning fireworks at an event must first contact Mr. Paul Grayson at the Indianapolis Zoo, (317) 630-2054, for his written consent. **Please see attached Resolution 00-R-13 passed by the White River State Park Development Commission on 8/16/2000.**
- Helium balloons may **not** be released, as they could drift onto Zoo property and endanger the animals.

## Please Read Carefully

I, a duly authorized representative of the applicant, hereby affirm that the submitted information is true and correct to the best of my knowledge. As such, I have been authorized by the applicant to apply for this permit and have read, understand and agree to comply with all rules concerning the use of White River State Park. The applicant agrees that while renting the Park, the applicant will not exclude anyone from participation in, deny anyone benefits of, or otherwise subject anyone to discrimination because of that person's race, color, sex, religion, creed, national origin or ancestry, age or handicap. Under this Special Use Permit, the applicant assumes all responsibility for proper conduct in the Park, including consumption of alcoholic beverages. The applicant agrees to hold harmless, defend and indemnify the White River State Park Development Commission, Murat Centre Concerts, L.P., Murat Center Concerts, Inc., SFX Entertainment, Inc. and Clear Channel Communications, Inc. from and against any and all liabilities, damages, claims, suits, causes of action, costs and expenses (including reasonable attorneys' fees and court costs) arising out of (i) the applicant's event, (ii) applicant's use of the White River State Park, (iii) any acts or omissions of the applicant, its guest, invitees, patrons or volunteers and/or (iv) the conduct of those persons participating in the special event described in this application.

\*Applicant: \_\_\_\_\_  
(Organization requesting permit)

- Please Provide an Email address to receive confirmation of receipt and acceptance of this application.
- Email Address \_\_\_\_\_

Signature of Applicant or Authorized Representative: \_\_\_\_\_  
Date: \_\_\_\_\_

**Holds are placed on the calendar as a courtesy and are good for only 15 days. This application along with the appropriate fees and the certificate of insurance required for your event must be received to secure your date. After 15 days courtesy holds will be released without further notice.**

### **Please return**

**(1) This application, (2) certificate of insurance, and (3) all fees payable to: The Murat Centre**

**The Murat Centre  
502 North New Jersey  
Indianapolis, IN 46204**

**Received** \_\_\_\_\_

**Approved by** \_\_\_\_\_